

# Roster Verification

2011-12

This document provides instructions for reviewing student rosters.

User's Guide for  
Teachers

An electronic version of this document is available at:

[http://www.eride.ri.gov/RosterVerification/RosterVerification\\_UserGuide.pdf](http://www.eride.ri.gov/RosterVerification/RosterVerification_UserGuide.pdf)

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## Logging in to the RIDE Roster Verification System

1. Open a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Safari
2. Point your browser to <http://www.eride.ri.gov/RosterVerification/>
3. Enter your Teacher Certification ID, password, and then click on the **Login** button. (Note: If you forget your ID or password, please send an email that includes the last four digits of your social security number to [rosterverification@ride.ri.gov](mailto:rosterverification@ride.ri.gov).)

**Roster Verification Login**

Please use your RI Certification issued user id and password to log in.

Certification ID:

Password:

For ID and password help, please send an email which includes the last four digits of your SSN to [rosterverification@ride.ri.gov](mailto:rosterverification@ride.ri.gov) or go to <https://www.ricert.ride.ri.gov/RIDE/pwdHelp.do>

To access other Rhode Island Department of Education systems, please use the following links:  
eRide Portal - <https://www.eride.ri.gov>  
Teacher Certification - <https://www.ricert.ride.ri.gov/RIDE>  
Professional Development Vendor - <https://www.ricert.ride.ri.gov/RIDE/PD>

4. After logging in successfully, you will see your Student Roster Page. This is where you will be able to see all the students, their courses, sections as well as the information you will be asked to verify during this Roster Verification process. During the Roster Verification "Open Period", you will be able to log into the system and verify your rosters. If you log into the system either before or after the notification period, you will see a screen that says: "Notice, students will only appear on your roster during the OPEN period."

**Rhode Island** Department of Elementary and Secondary Education  
**Information Services**

Elizabeth Landry (35)  
**Roster Verification**  
eRIDE > Roster Verification Home LogOff

**Educator Roster Verification for February 2012 Submission**

School District:   
School:   
Course ID:   
Course Name:   
Section ID:   
Grade:   
Sort Roster By:   
☐ Show Only Edited Records

Roster Verification ended on 2/18/2011 12:00:00 AM.

**SignOff**  
You signed-off on your rosters on 12/27/2011 3:12:53 PM.

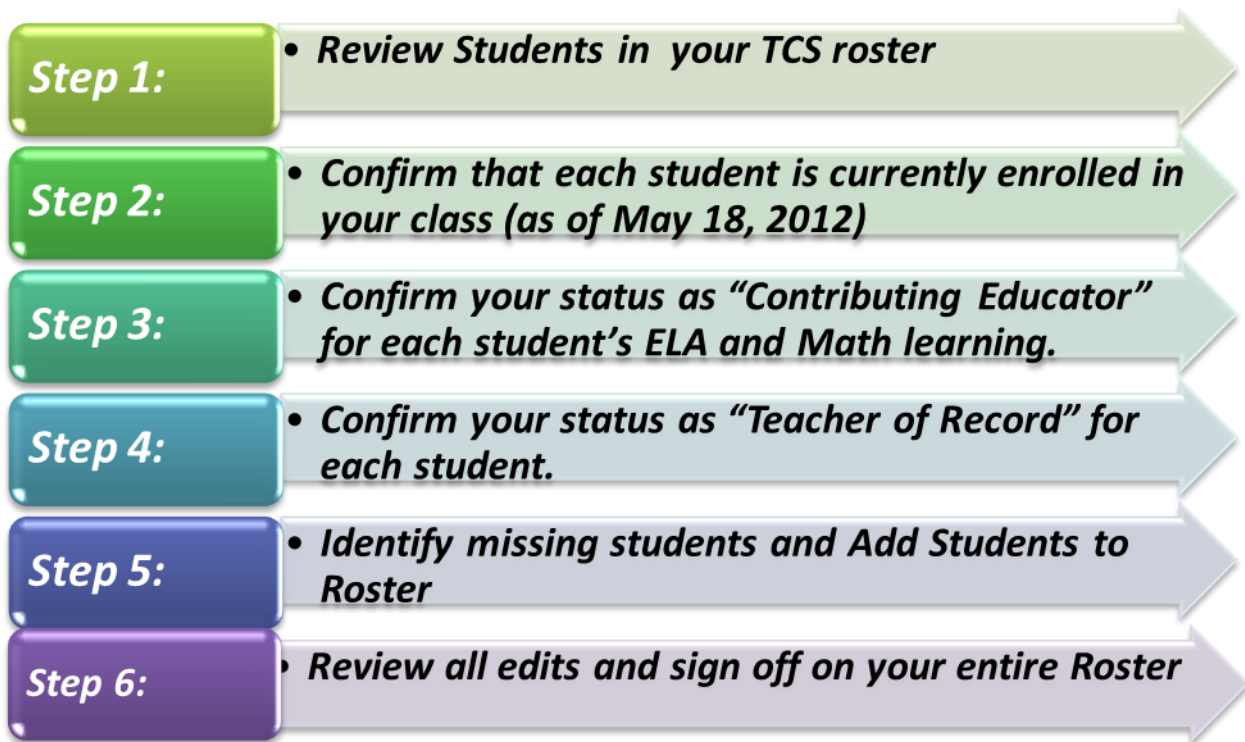
**Contact:** RI Department of Education, Office of Network and Information Systems, 255 Westminster Street, Providence, RI 02903-3400. Phone: 401-222-8400, Email: [helpdesk@ride.ri.gov](mailto:helpdesk@ride.ri.gov)

Local intranet | Protected Mode: Off

## Roster Verification Process Overview

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The Roster Verification Process for teachers is broken down into the following steps:



### Important reminders for teachers about Roster Verification timelines:

- In order for your principals to complete their review and school-wide sign-off on Teacher Rosters, they must be able to begin reviewing each teacher’s completed rosters as soon as the roster verification “open period” for teachers ends.
- Roster Verification involves more than just changing the data shown to you in the RV Tool. It may involve you consulting with alternate data sources (such as Student Information Systems, classroom attendance records, or grade books), or working with your school’s Registrar, Data Clerk, or Principal to confirm the accuracy of specific student records or Course-Section assignments.

***It is imperative that you begin your Roster Verification process as early as possible to ensure that you can complete your review and sign-off before the end of the “open period.”***

## Step 1: Review students on your TCS roster

During the Roster Verification “Open” period, your TCS roster will see a list of students and their accompanying course/section data that has been imported from your Student Information System that looks like the screen below:

Elizabeth Landry [11111]

Roster Verification

Roster Verification Home

Log Off

Sign-Off

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

Sign-Off

Educator Roster Verification for February 2012 Submission

[Add Student to Roster]

School District: All Districts

School: All Schools

Course ID: All CourseIDs

Course Name: All Course Names

Section ID: All SectionIDs

Grade: All Grades

Sort Roster By:

Show Only Edited Records

Show Roster

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-008	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-008	11112	Smith	John	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-008	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-008	11114	Blak	Sandra	07	N	N	Y	N	Y	Y	Edit

### Searching the list

To look up students in your TCS roster, you can use the dropdown lists on the page to filter or sort by specific criteria.

- You can **FILTER** your roster using one or more of the dropdown lists: School District, School, Course ID, Course Name, Section ID, Grade
- You can **SORT** your roster by course, section or student using one of the Sorting dropdown lists that include the following options: course, section or student.

### Understanding the components of your student list

- The list of students you will see should represent the students in your class as of May 18, 2012
- Each student on your list will be linked to the following [student-course information](#): Course ID, Course Title, Section ID and Student ID.
- Each student will have a set of [roster-related data](#) which you will review to verify your final roster.
- The [roster-related data](#) in each column will be pre-populated with either a “Y” or an “N” to indicate Yes or No based on the information provided from your Student Information System. If you determine that any of these data are incorrect, you would click on the “Edit” button to take you to a page where you can indicate specific changes.

## Editing Your Roster

- As you ask yourself the questions listed here to determine if any of the student roster records should be edited to correct inaccuracies regarding linkages between you as the teacher, your students and the courses that they are assigned to.
  - Does this list of students match my classroom rosters that I keep? (Which students don't belong? Which students left before May 18? Which students arrived after May 18 Which students are missing?)
  - Do I contribute to the Literacy or Math development of these students?
- You can only edit roster data for individual students one at a time. For each student on your roster list, you will find an edit button that you can click to enter a separate "editing" page (below).

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11118	Black	Scott	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11119	White	Edward	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11120	Smith	Mike	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11121	Miller	Ryan	07	N	N	Y	N	Y	Y	Edit

Click on the "Edit" button for any student whose roster data you determine needs to be modified

## Rhode Island Department of Elementary and Secondary Education Information Services

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Roster Verification

[Roster Verification Home](#)

Edit Student - ANDREA WHITE

Course ID: EN05  
Course Name: ENGLISH 7  
Section ID: EN05-006

This list describes the different changes you can make to your roster during this process. Checking the box to the right of each item will allow you to change that component of the student's roster. The items in this list and when to edit them are described in more detail in the following sections of this guide

Teacher Submission (values submitted by teacher)

Student Never In Class: ☐  
(Only check this option if the student was never assigned to this class.)

Student Moved From Class: ☐  
(Only check this option if the student was assigned to this class, but moved out of the class before May 18, 2012)

ELA Contributing Educator: ☒  
(Only check this box if you are an ELA Contributing educator for this class.)

Math Contributing Educator: ☐  
(Only check this box if you are a Math Contributing Educator for this class.)

Teacher of Record: ☒  
(Only check this box if you are identified as the Teacher of Record for this class.)

Comment:

SAVE CANCEL

TCS Submission (values submitted by district)

NA

NA

☒

☐

☒

NA

NA

The TCS Submission column allows you to view the original TCS submission from your school's student information system, or SIS. If you make changes to a student's roster record, you can always refer back to this column to recall what the data in your SIS system said.

The Comments box allows you to type notes or comments to explain any changes you are making. The information will be useful for when your principal reviews and approves your changes.

## Step 2: Confirm that each student is currently assigned to your class (as of May 18, 2012)

1. Determine if you need to edit a student's record because you believe that the student is incorrectly listed on your roster either because they have never been in your class or because they moved from your class before May 18, 2012.
2. Use the edit buttons in the right-hand column of your roster list to enter the "edit student" page.
3. Check or uncheck the relevant boxes to change the student's status.
4. Enter a brief comment to explain the reason why you made this change to your roster, indicating what other documentation you looked at to confirm that the student was not in your class (such as your classroom attendance list).
5. Save your changes.

**Rhode Island** Department of Elementary and Secondary Education  
**Information Services**

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**Roster Verification**  
[Roster Verification Home](#)

**Edit Student - ANDREA WHITE**

Course ID: EN05  
Course Name: ENGLISH 7  
Section ID: EN05-006

Teacher Submitted (values submitted 4/18/12)

Student Never In Class: ☐ *(Only check this option if the student was never assigned to this class.)*

Student Moved From Class: ☐ *(Only check this option if the student was assigned to this class, but moved out of the class before May 18, 2012)*

Comment:

To indicate that the student has never been in your class, click on the checkbox next to the statement, "**Student never in class**".

To indicate that the student moved from your class prior to May 18, 2012, click on the checkbox next to the statement, "**Student moved from class**".

Before leaving this page, always enter a brief comment to explain the reason for the change you have made on your roster.

### Examples of comments to justify removing a student from the roster

*"Checked SIS and talked to Data Coordinator to confirm that student was incorrectly assigned to my section."*

*"Verified through my classroom attendance logs and review of grade books that student moved from the district on December 20, 2011. Checked with other teachers and they confirmed that the student left their classes as well."*

### Step 3: Confirm your status as “Contributing Educator” for each student’s ELA and Math Learning

The “ELA Contributor” and “Math Contributor” columns are identified in the graphic below. If there is a “Y” under either of these columns, this means that you have been identified as a Contributing Educator to this student’s ELA and/or Math development. If there is an “N”, this means that you have not been identified as a Contributing Educator to this student’s ELA and/or Math development.

**This teacher is an ELA Contributing Educator**

**Not a Math Contributing Educator**

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>

Click the **Edit** button to indicate that you need to make changes to either column for a student on your roster



**Caution: Before changing your Contributing Educator status, make sure you have confirmed your district’s policy on Contributing Educators with your principal to ensure that your changes are consistent with your district’s policies.**

A **Contributing Educator (CE)** is the teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students. Multiple teachers may be identified as contributing educators for the same class or course.

1. If you have confirmed that your Contributing Educator status needs to be edited, enter the Student Roster Editing Page by clicking the [Edit](#) button (see above).
2. If you are listed as a Contributing Educator for ELA or Math but believe you should not be, remove the check in the box to the right of the list item in the Student Roster Editing Page. Or, if you believe you are a Contributing Educator but do not have a “Y” in the appropriate column on your main roster list, remove the checkbox to the right of the appropriate list item in the Student Roster Editing Page (see the screen shot on the next page).
3. Enter a brief comment to explain the reason why you made this change to your roster, indicating what other documentation you looked at to confirm that the student was not in your class, such as your classroom attendance list.

#### **Examples of comments to justify changing your status as Contributing Educator**

*“I am a 7<sup>th</sup> grade social studies teacher. Per my district’s policy, I am not a contributing educator to ELA learning. I checked with other social studies teachers to confirm.”*

*“I am a 6<sup>th</sup> grade Special Education Teacher and per my district’s policy, I should be a contributing educator for all students on my IEP caseload receiving reading intervention.”*

4. Save your changes.



Roster Verification

ride16/eride/eride40/rosterverification/Default.aspx

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**Roster Verification**

[Roster Verification Home](#) [LogOff](#)

**Edit Student - SANDRA BLACK** [\[Cancel\]](#)

Course ID: EN05  
Course Name: ENGLISH 7  
Section ID: EN05-006

	Teacher Submission (values submitted by teacher)	TCS Submission (values submitted by district)
Student Never In Class: (Only check this option if the student was never assigned to this class.)	<input type="checkbox"/>	NA
Student Moved From Class: (Only check this option if the student was assigned to this class, but moved out of the class before May 18, 2012)	<input type="checkbox"/>	NA
ELA Contributing Educator: (Only check this box if you are an ELA Contributing educator for this class.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Math Contributing Educator: (Only check this box if you are a Math Contributing Educator for this class.)	<input type="checkbox"/>	<input type="checkbox"/>
Teacher of Record: (Only check this box if you are identified as the Teacher of Record for this class.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		NA
Comment:		NA

The box should be checked in areas where you ARE a Contributing Educator for the student

The box should NOT be checked in areas where you are NOT a Contributing Educator for the student

4:28 PM 1/18/2012

## Step 4: Confirm your status as the “Teacher of Record” for each student

The Teacher of Record status column is identified in the image below. If there is a “Y” under this column, this means that you have been identified as the Teacher of Record for this student. If there is a “N”, this means that you have not been identified as the Teacher of Record for this student.

Teacher of Record status

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	
EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	
EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	Y	N	Y	Y	

Click the **Edit** button if you need to make a change to your Teacher of Record status for any student



**Caution:** Before changing your Teacher of Record status for any student, make sure you have checked with your principal regarding who is considered a Teacher of Record to ensure that your changes are consistent with your district or school’s policies.

The **Teacher of Record (ToR)** is the teacher responsible for content instruction and determining student grades. Typically the teacher of record is the designated educator identified as “highly qualified” for federal reporting purposes. Typically one teacher is identified as a teacher of record for a class or course, although in some cases where a course is co-taught the district may define both teachers as the teacher of record.

1. If you have confirmed that a change in your Teacher of Record status is needed, enter the Student Roster Editing Page by clicking the **Edit** button (see above).
2. If you are listed as the Teacher of Record but believe you should not be, remove the check in the box to the right of the list item in the Student Roster Editing Page. Or, if you believe you are a Teacher of Record but do not have a “Y” in the appropriate column on your main roster list, remove the checkbox to the right of the appropriate list item in the Student Roster Editing Page.
3. Enter a brief comment to explain the reason why you made this change to your roster, indicating what other documentation you looked at to confirm that the student was not in your class, such as your classroom attendance list.

### Examples of comments to justify changing your status as Teacher of Record

*“I am a 7<sup>th</sup> grade ELA co-teacher. Per my district’s policy, I am not the ELA teacher of record. I have confirmed that Mr. Jay Brown should be the Teacher of Record for this class.”*

*“I am a 6<sup>th</sup> grade ELA Teacher and per my district’s policy, I should be the teacher of record for all students in my classroom.”*

4. Save your changes.

## Step 5: Identify missing students and them to your roster

If you notice a student or students from any of your courses are missing from your roster, you will need to click on the “add students to roster button” on the top right-hand corner of the page (see the yellow arrow below) to make the necessary changes.

**Remember, you are only verifying rosters for students in grades 3 through 7 for whom you are a teacher or record or an ELA or math contributing educator. Other students you teach will not show up on this list.**

### Roster Verification

[Roster Verification Home](#)

[LogOff](#)

#### Sign-Off

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

[Sign-Off](#)

#### Educator Roster Verification for February 2012 Submission

[\[Add Student to Roster\]](#)

School District:

School:

Course ID:

Course Name:

Section ID:

Grade:

Sort Roster By:

☐ Show Only Edited Records

[Show Roster](#)

Review the **First Name** and **Last Name** columns to determine if any of your students are missing.

Click the **Add Student to Roster** button to add students.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	<a href="#">Edit</a>

If you have confirmed that there is student missing from your roster, the most likely scenario is that the student is enrolled via your school's Student Information System (SIS), but their course sections were not matched correctly and therefore did not make it onto your roster.

1. Click on the **Add Student to Roster** button, which will take you to the Add Student page (displayed below).
2. Select your district, school and grade. The student ID listing will then populate. Until those selections are made, the student listing will appear empty.
3. Search and find this student by his or her student identification number in the **Student ID dropdown** list.
4. Select the accompanying information for this student from the following drop-down lists: **Course ID**, **Course Title** and **Section ID**. If the course, section or enrollment information is missing, you need to indicate that the option you are looking for is not there, and enter it by selecting “**Course Not Listed**” and typing in the actual Course ID, Course Title, and Section ID. [Please note that it is important that you work with your school principal, registrar or data entry clerk to confirm this information to ensure that you do not type in the incorrect information. ]
5. Once you have selected all the appropriate dropdown lists for this student, you must indicate whether you are a **contributing educator for math and/or ELA on May 18, 2012** and whether you were **the teacher of record for this student**.
6. Enter a comment to justify your changes
7. Click the “save” button.

## Roster Verification

[Roster Verification Home](#)

### Add Student

District:

School:

Grade:

Student ID:

Course ID:

Course Title:

Section Id:

ELA Contributing Educator: ☐  
(Only check this box if you are an ELA Contributing Educator for this class.)

Math Contributing Educator: ☐  
(Only check this box if you are a Math Contributing Educator for this class.)

Teacher of Record: ☐  
(Only check this box if you are identified as the Teacher of Record for this class.)

Search for missing students here. Students who are enrolled in the SIS will appear in this dropdown.

Check all of the boxes that apply for the student you are adding

## Step 6: Review all edits and sign off on your roster

### Review Your Changes

If you have made any changes to your roster, when you return to the Teacher Roster page, you will notice that several rows appear highlighted in pink. This indicates the students for whom you have made one or more changes to their roster data.

1. Review in detail all the changes you have made to ensure that you have made decisions using the most accurate and reliable evidence that you have.
2. If you determine you need to make further changes, you may return to the Student Roster Edit page by clicking the “Edit” button.

**Educator Roster Verification for February 2012 Submission** [\[Add Student to Roster\]](#)

School District:   
School:   
Course ID:   
Course Name:   
Section ID:   
Grade:   
Sort Roster By:   
☐ Show Only Edited Records

Student record has successfully been updated.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	<input type="button" value="Edit"/>
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	Y	N	Y	N	Y	Y	<input type="button" value="Edit"/>
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	<input type="button" value="Edit"/>
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	Y	Y	N	Y	Y	<input type="button" value="Edit"/>
EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	<input type="button" value="Edit"/>
EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	<input type="button" value="Edit"/>

Pink highlighting indicates that you have modified this student's roster

### Sign Off on Your Roster

3. When you have finished reviewing of all your roster changes, click on the Sign-Off button to indicate that you have completed the Roster Verification process and are ready for the principal to review and approve your changes.

**Roster Verification** [Roster Verification Home](#) [Log](#)

**Sign-Off**

Once you have verified your roster and made appropriate updates, please click on the Sign-Off button.

**Educator Roster Verification for February 2012 Submission** [\[Add Student to Roster\]](#)

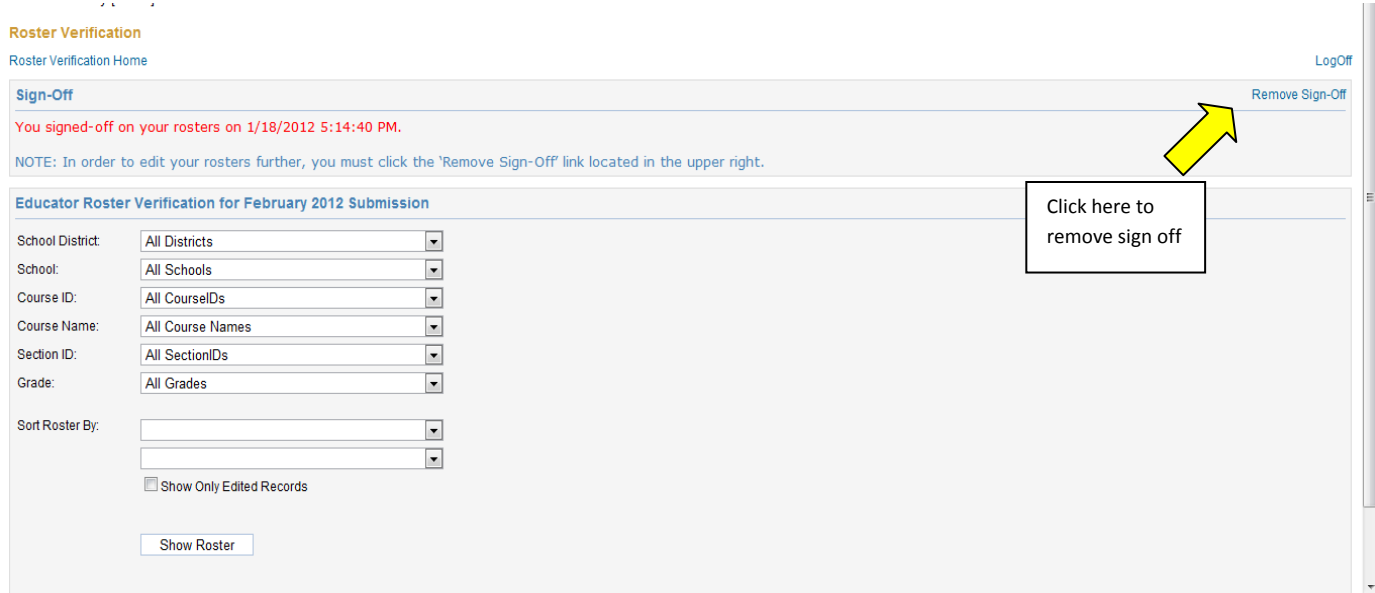
School District:   
School:   
Course ID:   
Course Name:   
Section ID:   
Grade:   
Sort Roster By:   
☐ Show Only Edited Records

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	<input type="button" value="Edit"/>
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	<input type="button" value="Edit"/>

## Removing Your Sign Off

If you realize after you have signed off on your roster that you either made a mistake or forgotten to make additional changes, don't worry. You can still go back, as long as it is on or before the end of the roster verification period. If it is after the Roster Verification deadline, you will need to speak to your principal about additional changes or mistakes and he or she will work with you to resolve the issue on their end.

You will see a "Remove Sign-Off" button at the top right hand corner of your Roster Verification Page. Clicking this button will remove the sign off and return you to your Student Roster Page where you can view your students and make additional edits as needed.



The screenshot shows the 'Roster Verification' page. At the top, there is a 'Sign-Off' section with a message: 'You signed-off on your rosters on 1/18/2012 5:14:40 PM.' Below this message is a 'NOTE: In order to edit your rosters further, you must click the 'Remove Sign-Off' link located in the upper right.' In the top right corner of the page, there is a 'LogOff' link and a 'Remove Sign-Off' link. A yellow arrow points to the 'Remove Sign-Off' link. Below the 'Sign-Off' section is the 'Educator Roster Verification for February 2012 Submission' section, which contains various filters and a 'Show Roster' button. A callout box with the text 'Click here to remove sign off' points to the 'Remove Sign-Off' link.

Roster Verification  
Roster Verification Home

Sign-Off

You signed-off on your rosters on 1/18/2012 5:14:40 PM.

NOTE: In order to edit your rosters further, you must click the 'Remove Sign-Off' link located in the upper right.

Educator Roster Verification for February 2012 Submission

School District: All Districts  
School: All Schools  
Course ID: All CourseIDs  
Course Name: All Course Names  
Section ID: All SectionIDs  
Grade: All Grades  
Sort Roster By:  
☐ Show Only Edited Records  
Show Roster

LogOff

Remove Sign-Off

Click here to remove sign off

**Reminder: You must complete your final sign-off on your roster by the deadline!**

## Help Resources

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If you need help with Roster Verification, you can find support using one of the following resources:

- **Consult your school principal** – Your principal should be the first person you turn to for additional help with the Roster Verification process. He or she will be most qualified to provide you with the appropriate support.
- **Email RIDE for assistance** at: [rosterverification@ride.ri.gov](mailto:rosterverification@ride.ri.gov)
  - Be sure to include your full name, school, district and phone number in the email so that we can properly assist you.
  - Note: RIDE can help answer questions specific to the Roster Verification Tool as well as the step by step process you should be following. RIDE cannot answer questions about specific students, courses, sections, or questions about Contributing Educators or Teacher of Record. Only your principal, district data manager, or others from your central office will be able to provide you with that level of guidance.

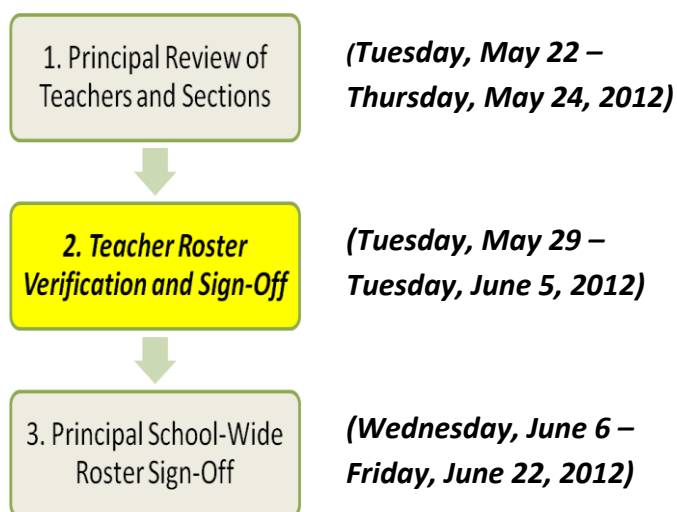
## Key Dates and Milestones

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Beginning May 22, 2012, your principal will begin the process by logging into the Roster Verification Tool and checking the Teacher and Course-Section data to ensure that the information from your SIS system was submitted correctly to RIDE. Your principals may ask you to help confirm some details about specific course assignments that you have. Your principal will identify if there are any missing teachers or course sections, and get them corrected in the Student Information System so that the correct data can be submitted back to RIDE in time for teachers to begin their portion of the Roster Verification process.

Beginning on Tuesday, May 29, 2012, all teachers who are contributing educators must begin their segment of the Roster Verification Process. Teachers should complete Roster Verification no later than Tuesday, June 5, 2012.

Beginning Wednesday, June 5, 2012, principals will begin their review and sign off process of the rosters that their teachers have verified in the previous period. Principals must complete this segment of Roster Verification no later than Friday, June 22, 2012.





## About Roster Verification

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### ***What is Roster Verification?***

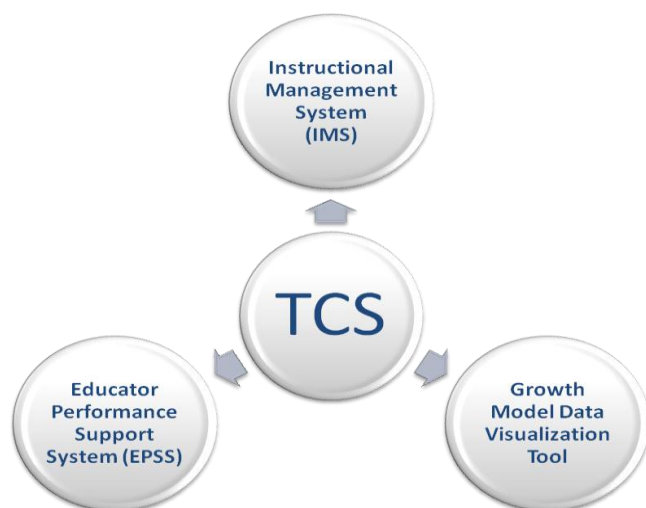
- Roster verification is the process by which educators verify that the Teacher Course Student (TCS) data pertaining to them is accurate.
- For this school year (January – June 2012), all LEAs will be required to use a Roster Verification Tool provided through the eRIDE system.
- The Roster Verification Tool will draw from TCS data it is collecting from all LEAs via their Student Information Systems (SIS) on a daily basis.
- Your Student Information System is the data system which captures enrollment, attendance, classroom scheduling and grading information. Examples include: Aspen, Power School, MMS, SchoolMax and Infinite Campus.
- Teachers who are considered to be Contributing Educators to a student's ELA and/or Math learning will be required to review and verify student rosters.
- Principals will be responsible for reviewing TCS rosters, investigating issues, and providing a final sign-off for all contributing educators in the building.

### ***What is the Teacher Course Student Connection?***

- The Teacher Course Student connection, or "**TCS**", comprises the data that reports the linkage between students, the courses and sections to which they are assigned, and the teachers who provide their instruction.
- TCS data is collected through your school's Student Information System (or SIS)

### ***Why is TCS data important?***

Teacher-Course-Student data will improve educational decision-making by connecting teachers to their students accurately in statewide data systems. In particular, TCS data will feed the following new data platforms that will be available in Fall 2012:



- **The Instructional Management System (IMS)** being developed to support teachers in accessing and using data to improve instruction in the classroom;
- **The Educator Performance and Support System (EPSS)** being developed to manage information associated with the educator evaluation systems (including observation notes, professional goals, SLOs, etc.); and
- **The Growth Model Visualization (GMV)** tool being developed to show student growth.

**These systems will not work without TCS data.**

### **What is a Contributing Educator?**

- A Contributing Educator (CE) is the teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students.
- Many teachers may be identified as contributing educators for a class or course.

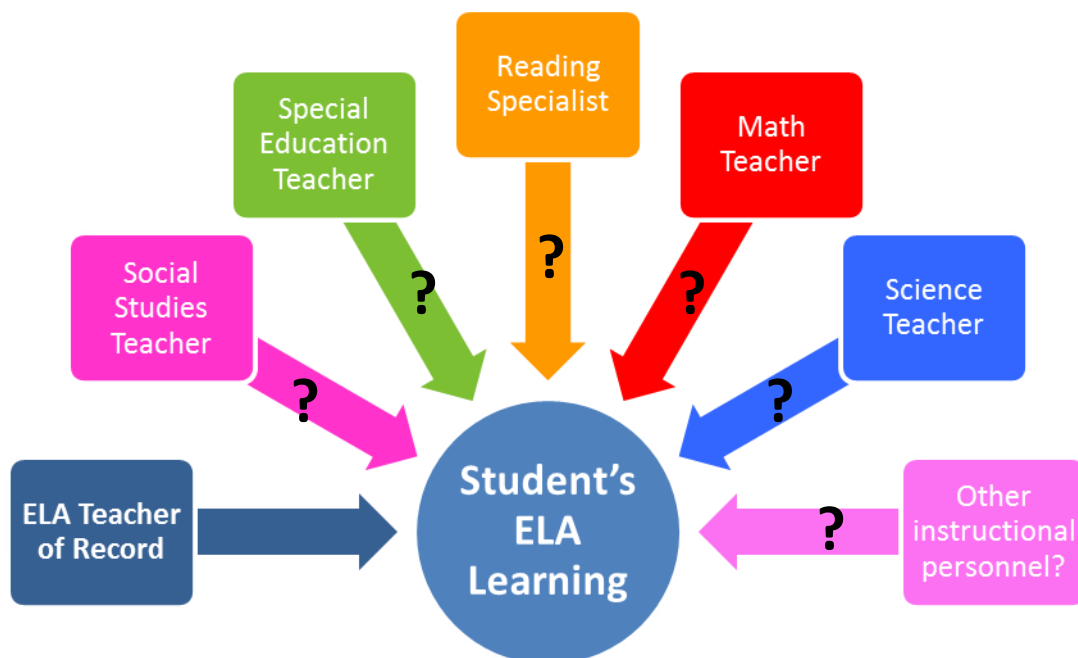
### **What is a Teacher of Record?**

- The Teacher of Record (ToR) is the teacher responsible for content instruction and determining student grades.
- Typically the teacher of record is the designated educator identified as “highly qualified” for federal reporting purposes.
- Typically one teacher is identified as a teacher of record for a class or course, although in some cases where a course is co-taught the district may define both teachers as the teacher of record.

### **How will TCS Data Impact Teacher Evaluations?**

Beginning in SY 2013/14, TCS data will establish which students’ growth will inform a portion of which teacher’s performance evaluation. Each school district develops its own policy to determine which teachers are contributing educators to the ELA and Math learning for which students.

The image below demonstrates how various teachers, in addition to a student’s ELA Teacher of Record, may also be considered contributing educators to that student’s literacy development. The decision about who is defined as a contributing educator for a student is made by your district based on guidance from the state.



### ***Why do the Teacher and the Principal play such important roles in the Roster Verification Process?***

Data Clerks and Data Managers are responsible for TCS data entry and maintenance of the SIS system, but **Teachers and Principals** are the primary users of the TCS data, which they will be using on a daily basis to inform educational decision-making.

Ultimately it is only the Teachers and Principals, who can confirm that the data accurately reflect the appropriate instructional connections between teachers and classes and students. Teachers and Principals will be held accountable for ensuring that these data are accurate and that educators have access to necessary information to improve instruction for their students.



***Think of yourself, the teacher, as the “customer” of TCS Data. The data must be accurate, reliable, and ultimately useful for YOU!***

### ***The Importance of Data Quality Practices during Roster Verification***

The Roster Verification process is intended to bridge the gap that exists between those who are collecting and entering data into the data system, and those who will be using the data for day-to-day decision-making. As you are reviewing and editing your roster (as described in more detail in the next few sections of this guide), it is important to be aware of the critical role that you will play in ensuring the accuracy of the information. Consider some points which highlight the importance of TCS Data for educators:

- TCS data is only as good as its source.
- You, the educator, are the best source to provide key information about the students that you teach.
- The decisions you make about the accuracy of your Roster Data will directly impact your ability to access the right information about your students.
- Final roster data that you and your principal verify will become the state’s official system of record used for calculating student growth.
- TCS establishes which student’s growth will inform a portion of each contributing educator’s annual performance evaluation.

### ***Key Data Quality Practice # 1: Use Additional Sources of Information***

It is possible that your district’s student information system did not capture the most up-to-date information about your students’ course assignments, but you as their teacher maintained other sources of information that may provide a more accurate picture of your students and their status in your classroom.

**Identify the most accurate source(s) of information that you have about your students. Examples include:**

- Grade Books
- Classroom Attendance Records
- Benchmark Assessment data
- Student Portfolios

These data sources can provide evidence that you have recorded reliable, real-time information about that student and help you confirm whether you did indeed provide instruction to a student during a particular time period. Daily or weekly grade books can show recorded grades for quizzes, homework on specific dates. Daily attendance logs can tell you whether a particular student was on your radar during a specific time period.

**When you are reviewing other sources, look for:**

- Evidence that you recorded grades (quiz, homework) for your student on certain dates,
- Evidence that you recorded attendance or absence for a student

***Key Data Quality Practice # 2: Compare Data for Consistency***

You are likely to work closely with other teachers in coordinating lesson planning, instructional interventions, and student performance goals for students who you may have in common. You should be comparing your data with other teachers who the students on your roster to look for inconsistencies in any of the following areas:

- Discuss potential questions/issues with other teachers who teach some or all of the same students in your class.
- Compare your Contributing Educator and/or Teacher of Record status with other similar teachers to understand if you are interpreting your district's policy the same way
- Look for inconsistencies across different teachers regarding student's Feb.1, 2012 or Oct.1, 2011 enrollment status as captured in your school's student information system